## HIGH COURT OF ANDHRA PRADESH AT AMARAVATI

## **TENDER NOTIFICATION**

- Sub:- Maintenance service visits (inclusive of providing toner and drum), supply of spares for Canon iR8295 model bearing Sl. No. LMV00816 installed in the High Court Reg.
- Ref:- Office note placed before the Committee of Hon'ble Judges and orders thereon dated 15.7.2020.

## ROC.NO. 13 /2020 - STY.,

Dt.17.08.2020

Quotations in sealed covers are invited from the vendors / agencies / organizations and/or from those preferably who have an experience in Government or Semi-Government etc., for the work of Comprehensive Annual Maintenance Contract for Photocopier machine Canon iR8295 model bearing Sl. No. LMV00816 installed in the High Court with the following terms and conditions:

- 1. Time period of the contract: One year.
- 2. The Maintenance Contract will be comprehensive which includes preventive maintenance / monthly regular services of the Photocopier Machine and / or replacement of any items / spare parts of good / standard quality for keeping the Photocopier Machine active and free from any defects / disturbance.
- 3. The Maintenance Contract charges shall also include consumable items i.e., Toners, Cartridges, except papers.
- 4. The machine must be serviced onsite at the office premises. The agency will provide adequate standby machine if the problem is not solved within 24 hours.
- 5. All the complaints should be attended within 24 hours, failing which penalty for not attending the complaint will be made.
- 6. Sales tax or any other tax or duties on material and on services in respect of this contract will be payable by the Vendor and nothing extra will be paid by the High Court for increase in such taxes or duties even if imposed or levied either before or after the quotations are opened.

- 7. The payment to the firm shall be made on quarterly basis, at the end of each quarter subject to satisfactory performance.
- 8. If performance is not found satisfactory, payment for that quarter will be forfeited and if unsatisfactory performance is continued, then contract is liable to be terminated.
- 9. The High Court reserves the right to terminate the contract at any time without assigning any reason, if the servicing is found to be unsatisfactory or whatsoever reason.
- 10. The successful bidder shall not entrust the work of maintenance to any other agency / dealer / company.
- 11. The vendor may inspect the photocopy machine on any working day from 10.30 AM to 5.00 PM before submitting the quotation.

The quotations shall reach the undersigned on or before 5 p.m. on 21.08.2020 and the sealed covers will be opened in the presence of the tenderer and negotiations will be held on the same day.

The **REGISTRY** reserves all the rights to accept / cancel / alter / reject the quotations, without assigning any reasons.

REGISTRAR (ENQUIRES)
I/c REGISTRAR (MANAGEMENT)